

E-Invoice Without Panic: Practical Compliance for Malaysian SMEs and Micro Businesses



April 6, 2026 (Monday)



9:00 AM – 5:00 PM



zoom



INTRODUCTION

The adoption of e-Invoicing is rapidly transforming the way businesses manage transactions, improve efficiency and comply with tax regulations in Malaysia. While the shift from traditional invoicing to digital platforms may seem daunting, understanding the practical requirements and compliance obligations can make the transition smooth and stress-free.

This training programme will guide participants through Malaysia's e-invoicing framework, providing practical insights into regulatory requirements, common compliance challenges and real-world implementation strategies. It aims to build participants' confidence in navigating the new system effectively and preparing their businesses for seamless adoption.

COURSE OBJECTIVES

Upon completion of this programme, participants will be able:

- To understand when e-Invoices are required and when consolidation is allowed.
- To gain a clear understanding of the common compliance risks that require careful attention.
- To know how to prepare confidently for IRB compliance reviews without disrupting daily operations.

SPEAKER PROFILE

Ms. Yong Mei Sim

She has more than 30 years experience with the Inland Revenue Board (IRB) Malaysia and was formerly its Principal Assistant Director and Field Audit Manager for the corporate sector. Ms Yong holds a Honours Degree in Social Science majoring in Economics from the Universiti Sains Malaysia and a Masters Degree in Taxation from the Golden Gate University in San Francisco, USA.

Who Should Attend

CEOs, Managing Directors, General Managers, Chief Financial Officers, Executives, Financial Controllers, Accountants, Auditors, Payroll and HR Personnel, Administrators, Legal firm Executives and Business Owners.

COURSE OUTLINE

8.30AM Registration via Online

9.00AM Why E-Invoicing Matters Now

- What e-Invoicing really changes for SMEs, common fears (penalties, audits and system issues) and what IRB actually focuses on will be accuracy, traceability and controls.

Who Must Implement and When

- RM1 million threshold explained simply, implementation timelines and grace periods, treatment of sole proprietors and related companies.

10.30AM Morning Tea break

10.45AM Consolidated vs Individual E-Invoices

- When consolidation is allowed, daily vs monthly consolidation, transactions that must never be consolidated and the RM10,000 high-value rule.

Self-Billed E-Invoices Made Clear

- When consolidation is allowed, daily vs monthly consolidation, transactions that must never be consolidated and the RM10,000 high-value rule.

1.00PM Lunch Break

2.00PM Common Mistakes That Trigger Audits

- Wrong TINs and buyer details, missing shipping addresses, duplicate e-Invoices, misuse of debit and credit notes and late or missing self-billed e-Invoices.

IRB Compliance Reviews: What to Expect

- How businesses are selected, what officers review on-site and documents taxpayers must be ready to explain.

3.30PM Afternoon Tea Break

3.45PM Tools, Support and Cost-Saving Options

- MyInvois Portal and MyInvois e-POS, available grants and subsidies and simple internal controls to reduce errors.

Practical Takeaways

- What to fix immediately, what to monitor monthly, how to train staff without overwhelm and how to make e-Invoicing a routine part of business not a risk.

4.30PM Question & Answer Session

5.00PM End of Programme





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**FEES: FMM Member: RM 648/pax
Non-Member : RM 756/pax**

- Fees inclusive of Service Tax at 8%. Inclusive of Downloadable Notes & Certificate of Attendance

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : 007907X_PERAK**
- HRD Corp Programme No: 10001656372**
Employers **HRDC Grant Approval** MUST be forwarded to FMM Perak **at least 3 days** before the Event date.

REGISTRATION

Upon **Faxing/Mailing** the completed **Registration Form** to FMM Perak, you are **deemed** to have read and **accepted** the terms and conditions. The Event would also be **deemed as confirmed** unless informed otherwise.

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the programme – **No payment charged**
- 3 – 6 days before the programme – **50% payment charged**
- < 3 days before the programme – **Full payment charged**
- Participants who did not turn up will be charged full payment.** Replacements can be accepted at no additional cost.

DISCLAIMER

FMM Perak reserves the right to change the facilitator, date and to vary/cancel the programme should unavoidable circumstances arise.

PAYMENT

- Cheques made in favour of “**FEDERATION OF MALAYSIAN MANUFACTURING**” For **HRD Corp Claimable Courses**, an
- Attendance of 100%** is a **MUST**, in any case, **employers will be billed in full.**
- FMM SST Registration No : W10-1901-32000108
- FMM TIN No : C25703742100

ENQUIRIES

FMM Perak	Ms. Kar Yan (karyan@fmm.org.my) Ms. Sherry (sherry@fmm.org.my)
FMM Kedah	Ms. Rozainiza (rozainiza@fmm.org.my)
FMM Eastern	Ms. Wan Hui (wanhui@fmm.org.my) Ms. Thivya (thivya@fmm.org.my)
FMM N. Sembilan	Ms. Edya (herdawaty@fmm.org.my)
FMM Sarawak	Mr. Farrez Teh (farrez@fmm.org.my)
FMM Penang	Ms. Owe Yean Roei (yeen_roei@fmm.org.my)
FMM Johor	Ms. Zuraidah (zuraidahnur@fmm.org.my) Ms. Fatihah (nur_fatihah@fmm.org.my)
FMM Selangor & KL	Ms. Ilakiya (ilakiya@fmm.org.my)

CLOSING DATE: 30/03/2026

REGISTRATION FORM

FMM Perak

(Attn: Ms. Kar Yan / Ms. Sherry)

Email: karyan@fmm.org.my; sherry@fmm.org.my

Tel No : 05-548 8660

Fax No : 05-548 8221

Please register the following participant(s):

PARTICIPANT 1

Name :

IC No :

Designation :

H/P No :

(Please provide mobile number)

Email :

PARTICIPANT 2

Name :

IC No :

Designation :

H/P No :

(Please provide mobile number)

Email :

(Please attach a separate list if space is insufficient)

PARTICIPANT 3

Name :

IC No :

Designation :

H/P No :

(Please provide mobile number)

Email :

Submitted by:

NAME :

DESIGNATION:

COMPANY :

EMAIL :

MEMBERSHIP NO. :

TELEPHONE NO. :

FAX NO. :

ADDRESS :

We hereby confirm that : (Please tick in the appropriate box)



We will be **claiming** under **HRD Corp Claimable Courses (SBL-KHAS) Scheme** and **full payment would be made to FMM in the event that no disbursement from HRDCorp under any circumstances.**



We will be **NOT be claiming** under **HRD Corp Claimable Courses (SBL-KHAS) Scheme**. Enclosed cheque/bank draft No _____ / bank in slip being payment for ____ participant(s) made in favour of **FEDERATION OF MALAYSIAN MANUFACTURING**.

TIN Number: _____ SST No: _____